UTEP SCHOOL OF PHARMACY

1ST QUARTER | MARCH 2022

MINER RX NUGGET

Updates for the preceptors of the University of Texas at El Paso School of Pharmacy

Contents

The School of Pharmacy is proud to have received the State Employee Charitable Campaign (SECC) Traveling Spirit Award Painting in honor of having the highest level of participation in last year's campaign! We are so grateful to have such a strong spirit of giving here at the School of Pharmacy, and we want to extend our thanks to all the faculty and staff who contributed.

Calendar:

March 25th - Cesar Chavez Holiday – no classes

April 12th - PET Quarterly Meeting

May 9th @ 6:00pm- Hooding Ceremony, Magoffin Auditorium

May 14th-15th Spring Commencement

May 30th - Memorial Day Holiday – University closed

Upcoming Rotation Dates:

2021-22 APPE

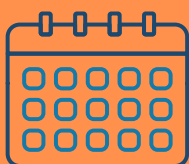**Mar. 28 - May 6: APPE Block 8**

2022 Spring IPPE

Jan. 17 - May 8: Weeks 1-15

2022-23 APPE & IPPE

May 23 - July 1: APPE Block 1

May 30 - June 10: IPPE Block 1

Update your calendar: Send us your events!

Announcements

Finalized 2022-2023 APPE Schedule Released

The finalized 2022-2023 APPE schedule is now available. Please review the schedule carefully as there may have been changes from the preliminary schedule. Your schedule can be found in CORE ELMS.

The IPPE schedules are in development and will be finalized in early April.

If at any time, you have a change in your availability, please notify the OEE at exedpharmacy@utep.edu.

Thank you in advance for supporting our students!

*Thank you Preceptors!*

CORE ELMS Corner

<u>Peer-to-peer Sharing of Student Evaluations</u>

A new setting allows the preceptor of record to share a student evaluation with another preceptor at their site. This is especially useful when your assigned student has spent a considerable amount of time under the supervision of another preceptor during the course of their rotation. You can select to share the student evaluation with that preceptor to allow them to evaluate that student as well. Evaluations can only be shared with peers at the same site. Follow the steps below to share an evaluation.
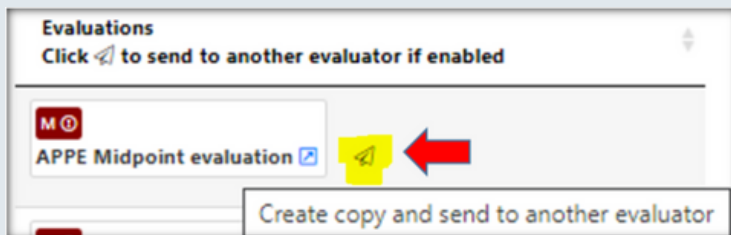
Step 1.
From the "Evaluation of Student" menu in CORE, identify the student and evaluation you desire to share/send to another preceptor.
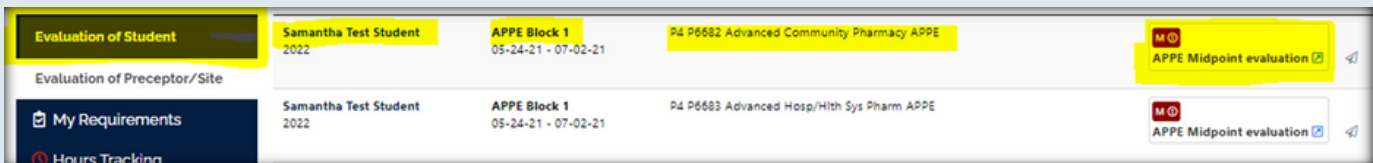
Step 2.
Select the "airplane" icon which appear to the right of the desired evaluation. The following screen will present a list of preceptors at your site.

Step 3.
Select the preceptor to whom you wish to send/share this evaluation to. (Only preceptors as your site are eligible to receive your sent evaluations). Enter a subject line and message below and click "Send Evaluation to New Evaluator".

CORE ELMS Corner (cont.)

New Hours Tracking Report For Preceptors

A new sub-heading has been added to the Preceptors "Rotation Schedule" screen which allows the preceptor to view the total number of hours each student has submitted on their rotation. Additionally, by selecting the hours total, the preceptor gains quick access to a detailed Hours Tracking Report presenting a granular view of all the time entries of the student. Review the screenshots below to access the report.

Step 1.

Select "Rotation Schedule" or "My Schedule" from your CORE menu.

Step 2.

View the hours total in the column on the right for the corresponding student. Select the hours total to view a details hours entry report.

Featured Articles

Third Time's a Charm for Student Evaluations

The Office of Experiential Education (OEE) has updated the student of preceptor evaluation process yet again. The OEE values feedback from our preceptors and students and anonymity of these evaluations is important to our office. Additionally, we recognize the need for student feedback to be available to our preceptors to be provided in a consistent and meaningful way. In the month of December, the OEE will send student evaluation composites electronically to all preceptors who have taken at least three students during the calendar year. Reports will include evaluations from January 1 through the end of Advanced Pharmacy Practice Experience (APPE) Block 5 (approximately third week of December). Please be on the lookout for these evaluations beginning January 2023.

What do you do when you have a student assigned to you and an issue occurs on site?

Let's say an incident occurs on site with your student during experiential education. What is your responsibility as a preceptor to report this incident? First, what is an incident? An incident is anything that occurs at a site that the preceptor believes violates the Office of Experiential Education (OEE) Handbook, the course syllabus (includes midpoint evaluation failures), the Professionalism Expectations Contract, or your site's policies. Feel free to contact the OEE if unsure. Any violation can be communicated to the OEE by email, phone call, or text or via CORE ELMS Incident Report. Once the OEE has been notified, a member of our team will reach out to clarify, if necessary. Once our team has the necessary information, the incident will be elevated internally and processed accordingly. The Clinical Coordinator will communicate back to the person who reported the incident on outcome.

Featured Articles (cont.)

What do you do if there is an issue that occurs with a UTEP SOP student (not assigned to you or at your site)?

Preceptors who observe unprofessional behavior from students are encouraged to report the issue to the UTEP School of Pharmacy. Even for situations where the behavior is successfully mediated, and no intervention is needed, it is still recommended that preceptors complete the form for record keeping purposes. If intervention is requested, the process will proceed as described in this flowchart. Please go to the UTEP SOP webpage -> Experiential Education -> Preceptor Resources -> Student Professionalism Report Form or click here.

Dr. Jacquelyn Navarrete
Asst. Dean of Experiential Education

Want to get more involved?
Join our Preceptor Excellence Team!
The Preceptor Excellence Team is a great way to be more involved in items focusing on developing, recruiting, retaining, evaluating and recognizing preceptors.
Reach out to Jackie Navarrete at jpnavarrete@utep.edu if you are interested in being part of the PET team.

This is a quarterly publication of the UTEP Office of Experiential Education/Preceptor Excellence Team.
We'd love to hear from YOU - article ideas, events, awards/achievements/celebrations, or interested in becoming more involved.
Contact the OEE/PET: exedpharmacy@utep.edu